# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Paralegal |
| **Position number:** | 50947567 |
| **Classification:** | VPS Grade 3 |
| **Salary range:** | $79,122 - $96,073 plus superannuation |
| **Employment type:** | Fixed Term to 30 June 2026 |
| **Group:** | Corporate Services |
| **Division & Branch:** | Legal and Legislation | Legal Projects and Regulatory Services |
| **Work location:** | 2 Lonsdale Street, Melbourne  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Managing Principal Solicitor, Legal Projects |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Catherine Fitt, Managing Principal Solicitor, Legal Projects;  (e) [catherine.fitt@deeca.vic.gov.au](mailto:catherine.fitt@deeca.vic.gov.au); (ph) 8508 0025 |

Position purpose

The Paralegal works in multidisciplinary legal and legislation project services team to support the delivery of priority legal projects, including governance and regulatory reform. The role provides high-level administrative and systems support to the Director and Managers in the Branch. This includes supporting and optimising record-keeping practices and knowledge-management, monitoring litigation proceedings, coordinating and identifying opportunities for streamlining workflows, managing emails and calendars, and undertaking a range of discrete project tasks.

Context

*The Group*

Corporate Services comprises six divisions which includes Legal and Legislation, Strategic Communications, Finance Infrastructure and Procurement Services, Information Services, People and Culture and Strategy and Performance. Each deliver services and expert advice that enables the department to be a sustainable, vibrant and efficient organisation.

*The Division*

The Legal and Legislation Division partners with groups across DEECA to optimise success, minimise risk and deliver on government objectives through the provision of expert legal advice on department priorities, the development of legislation, and the provision of prosecutions and freedom of information management. The Division also supports whole of department legal procurement, supports the management of litigation and provides efficient systems for managing transactional legal work.

The Division supports staff development and work is allocated across the Division. Team members are expected to develop and utilise skills in other practice areas and staff may be asked to undertake work for other teams or branches within the Division according to priorities.

*The Branch*

The Legal Projects and Regulatory Services Branch includes a multi-disciplinary project services team to partner with colleagues across the department to design and implement legal priority projects, including governance and regulatory reform through the provision of expert advisory, litigation management and legislation services. It also delivers the Division’s prosecutions functions and provides FOI and Privacy advice, including coordination of requests for documents by Parliament or its committees.

Accountabilities

* Provide administrative and systems support to ensure timely delivery of expert advisory, litigation management and legislation services.
* Provide legal research, procurement and planning support to the branch as required.
* Contribute to the successful delivery of services and projects, identification and management of project risks, creation of efficient business systems and execution strategies.
* Provide secretariat support for stakeholder meetings, forums, committees, and project control boards.
* Conduct projects of defined scope under direction.
* Actively participate and support others in fostering a positive organisational culture, where flexibility, teamwork and the ability to respond positively to changes in the working environment are encouraged and valued.
* Identify and support opportunities for continuous improvement to enhance service delivery.
* To practice cultural safety by creating environments, relationships, and systems free from racism and discrimination so that people can feel safe, valued and able to participate.
* Support Divisional projects as required.
* Other duties as required.

Key Selection Criteria

The key selection criteria specified below outline the capabilities required for the position.

**Specialist/Technical Expertise/Qualifications**

* Proven ability to manage priorities, clarify problems and identify solutions in a fast-paced working environment.
* An understanding of government, departmental and Ministerial functions and processes is desirable.
* Strong legal research skills.

**Capabilities**

* **Communicate with Impact:** Organises information in a logical sequence; Includes content appropriate to the purpose and audience.
* **Stakeholder Management:** Responds to clients’ needs; Keeps the client or stakeholder up to date with issues and developments; Promptly follows through on inquiries, requests and complaints; Takes responsibility for correcting problems promptly.
* **Working Collaboratively:** Cooperates and works well with others in pursuit of team goals; Share information and acknowledge others’ efforts; Step in to help others where required.
* **Interpersonal Skills:** Polite, professional & considerate in dealing with others; Expresses own views in a constructive & diplomatic way.

Position specific requirements

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| --- | --- |
| Financial Delegation Value | Nil |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk work |
| DEECA will conduct relevant checks about applicants and the information provided within an application. Checks will include but are not limited to: | A Declaration and Consent form consenting to DEECA contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required.  A satisfactory National Police Check will be required (for all non-DEECA employees). |
| Employment terms and conditions | Are governed by the *Victorian Public Service Enterprise Agreement 2024* and the *Public Administration Act* *2004.*  Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply  Non-VPS applicants will be subject to a probation period of six months |
| Privacy | The department affirms that the collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*. |

About the Department

We employ approximately 6,300 staff, including around 600 seasonal staff, across more than 86 locations throughout Victoria, across energy, environment, climate action, water, agriculture, and resources portfolios.

Our challenge is to maintain Victoria’s liveability, with a population expected to almost double by 2050, while responding to climate change and protecting our natural environment, infrastructure and heritage for future generations. We take a community-centred approach and involve communities and key stakeholders in decisions and policies that affect them and we collaborate across our portfolios to design and deliver services and programs.

For further information about the department, please visit our website [www.deeca.vic.gov.au](http://www.deeca.vic.gov.au)

Our values

Our values align with the core [Public Sector values](https://careers.vic.gov.au/victorian-public-sector/public-sector-values-integrity) – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights. Additionally, we use our Leadership Model to shape the way we work. Using the principles of ‘Work Together’, ‘Do What Matters’ and ‘Make a Difference’ we create a culture that puts our people at the centre of everything we do. The Leadership Model reminds us of what’s important in our daily interactions with each other, and in the actions and decisions we take to deliver our work.

Our Community Charter

We are committed to the Victorian Government Public Engagement Framework that enables meaningful and inclusive engagement to make better decisions and improve the lives of Victorians. Our Community Charter is our promise to be available, be involved and listen, and take action as we deliver services and create opportunities that supports thriving, productive, and sustainable communities, environments and industries.

Emergency Response and Health and Safety Requirements

The departmentplays a major role in Victoria’s emergency response activities, through an all-hazards, all-emergencies approach. Staff may be directly employed for these roles or may be called upon to support these activities as required following the appropriate training and “fit for work” assessment.

A Diverse, Inclusive and Flexible Workplace

DEECA welcomes applicants from a diverse range of backgrounds and we focus on the essential requirements of the job and being consistent and fair in our treatment of all applicants. Our diversity and inclusion outcome pillars:

1. We are connected to liveable, inclusive, sustainable communities  
2. We are diverse   
3. We are inclusive and flexible   
4. We are safe and respectful

DEECA can provide reasonable adjustments for people with a disability. If you need assistance to fully participate in the application or interview process, please use the contact listed under ‘Position Details’.

**Aboriginal Cultural Safety**

Cultural safety of Traditional Owners and Aboriginal Victorians, as an underpinning principle of self-determination, is embedded in everything we do. Under the Aboriginal Cultural Safety Framework DEECA is committed to creating a culturally safe workplace, where there is space for culture to live and for spiritual and belief systems to exist. For further information, please contact [self.determination@deeca.vic.gov.au](mailto:self.determination@deeca.vic.gov.au).

**Balancing your Life / Hybrid Working**

We understand that a balanced life is important to our employees and we offer a wide range of flexible options to help you manage family, health, carer responsibilities, study, career or personal interests. Options may include working some days from home or other suitable locations, starting early or late, working part time, job share or accessing paid or unpaid leave in line with our flexible working policy.

To receive this information in an accessible format (such as large print or audio) please call the Customer Service Centre: 136 186, TTY: 133 677, or email [customer.service@deeca.vic.gov.au](mailto:customer.service@deeca.vic.gov.au)